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27 July 1965

25X1A

MEMORANDUM FOR:

A stroke for the mundane aspects of our job is attached. I don't think it too early to consider mechanics, though it may be too late to have many options left.

If the Group agrees to the approach, I suggest a separate working force be dragooned to develop the "packages" for the first 5 years whilst the Planning Group concentrates on the more creative aspects of the job.

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification

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### I. Introduction

Explanation of the charge and the Planning Group and its premises and procedures; describes the limitations of the plan; and a description of what follows.

### II. Assumptions

- A. Substantive
- B. Non-Substantive

### III. The Long Range Plan

#### A. The first 5 years:

A narrative which refers to the appended annual program packages\* and highlights the trends, goals, significant programs, and resource requirements which are contained therein.

#### B. The second 5 years:

A narrative which describes the trends, goals, and in a general way the major programs foreseen for this period.

#### C. The third 5 years:

Same as b above.

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\* These "packages" can be presented in a variety of ways, for example:

- A. By directorate, separately, by year - i.e., annual programs for each of 4 directorates for 5 years, which would result in 20 separate packages;
- B. By directorate for 5 years - i.e., a separate package for each directorate - each package covering programs for 5 years;
- C. By functional activity, separately, by year - i.e., annual programs for each of the 5 functional categories for 5 years which would result in 25 separate packages; or
- D. By functional category for 5 years - i.e., a separate package for each functional category - each covering programs for five years.

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Note:

It is believed that D above is most desirable since it would provide a means of handling programs and activities common to two or more directorates and also restricts the number of "packages" to a reasonable level.

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